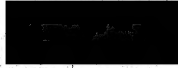


C.I.G. Administrative Instructions



UNCLASSIFIED

1 of 1

CENTRAL INTELLIGENCE AGENCY NOV 7 1949
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

2 November 1949

STATINTL

SUBJECT: Classification Act of 1949

1. The Classification Act of 1949 establishes a standard plan for the allocation of positions, provides a schedule of rates of compensation and, among many other provisions, exempts the Central Intelligence Agency from the Act.
2. CIA will adhere to the provisions of this Act. Agency positions will be classified in accordance with Civil Service Commission and Agency standards and will be allocated with adherence to basic classification principles and compensation schedules set forth in the Classification Act of 1949.
3. The passage of this Act does not affect the title of your position, your duties or job qualification requirements. The "CAF", "P", and "SP" grades have been merged into a single schedule called "GS" (General Schedule). The "CFC" service grade structure remains unchanged. If your pay has been set by prevailing wage rates or a similar method, it will not be affected by this Act. You will continue to receive periodic pay increases every 52 or 78 weeks, depending upon your grade, providing your service and conduct are satisfactory and your efficiency rating is "Good" or better. Additional one step increases may be given for meritorious service. If you are in "GS-10" or below and are at the top of that grade, you are eligible for a one step longevity increase for each three years you have served at the top of that grade, provided you have been in your present grade (the equivalent or a higher one) for at least 10 years. A conversion chart is attached which informs you of your new "GS" grade and salary rate.
4. All CIA positions, irrespective of nature, type of funds from which paid or geographic location will be classified by the Administrative or Special Support Staff, as appropriate, and will be finally certified and approved by the Personnel Staff.
5. No positions above grade "GS-15" are authorized for CIA. It is not possible at this time to determine if or when such positions will be authorized.
6. The Personnel Director will, in accordance with General Order [REDACTED] (Revised), determine the policy and procedure necessary in effecting the provisions of this Instruction.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Captain, USN
Executive

1 Attachment
DISTRIBUTION: All CIA Employees

YOUR NEW PAY RATE AND GRADE

Grade & Pay Step Old New		Grade & Pay Step Old New		Grade & Pay Step Old New		Grade & Pay Step Old New		Grade & Pay Step Old New	
SP-1		P-1		CAF-10		GS-16		CPC-5	
2020		CAF-5		GS-5		GS-16		CPC-5	
2086		SP-6		GS-5		GS-16		CPC-5	
2152		2974.80		3100		11200		2573.52	
2218		3100.20		3225		11400		2648.76	
2284		3225.60		3350		11600		2721	
2350		3351		3475		11800		2799.24	
2423.04		3476.40		3600		12000		2874.48	
2152		3601.80		3725				2949.72	
2218		3727.20						3024.96	
2284								3099.20	
2350								3174.44	
2423.04								3249.68	
2152								3324.92	
2218								3400.16	
2284								3475.40	
2350								3550.64	
2423.04								3625.88	
2498.28								3701.12	
2573.52								3776.36	
								3851.60	
								3926.84	
								4002.08	
								4077.32	
								4152.56	
								4227.80	
								4303.04	
								4378.28	
								4453.52	
								4528.76	
								4604.00	
								4679.24	
								4754.48	
								4829.72	
								4904.96	
								4980.20	
								5055.44	
								5130.68	
								5205.92	
								5281.16	
								5356.40	
								5431.64	
								5506.88	
								5582.12	
								5657.36	
								5732.60	
								5807.84	
								5883.08	
								5958.32	
								6033.56	
								6108.80	
								6184.04	
								6259.28	
								6334.52	
								6409.76	
								6485.00	
								6560.24	
								6635.48	
								6710.72	
								6785.96	
								6861.20	
								6936.44	
								7011.68	
								7086.92	
								7162.16	
								7237.40	
								7312.64	
								7387.88	
								7463.12	
								7538.36	
								7613.60	
								7688.84	
								7764.08	
								7839.32	
								7914.56	
								7989.80	
								8065.04	
								8140.28	
								8215.52	
								8290.76	
								8366.00	
								8441.24	
								8516.48	
								8591.72	
								8666.96	
								8742.20	
								8817.44	
								8892.68	
								8967.92	
								9043.16	
								9118.40	
								9193.64	
								9268.88	
								9344.12	
								9419.36	
								9494.60	
								9569.84	
								9645.08	
								9720.32	
								9795.56	
								9870.80	
								9946.04	
								10021.28	
								10096.52	
								10171.76	
								10247.00	
								10322.24	
								10397.48	
								10472.72	
								10547.96	
								10623.20	
								10698.44	
								10773.68	
								10848.92	
								10924.16	
								10999.40	
								11074.64	
								11149.88	
								11225.12	
								11300.36	
								11375.60	
								11450.84	
								11526.08	
								11601.32	
								11676.56	
								11751.80	
								11827.04	
								11902.28	
								11977.52	
								12052.76	
								12128.00	
								12203.24	
								12278.48	
								12353.72	
								12428.96	
								12504.20	
								12579.44	
								12654.68	
								12729.92	
								12805.16	
								12880.40	
								12955.64	
								13030.88	
								13106.12	
								13181.36	
								13256.60	
								13331.84	
								13407.08	
								13482.32	
								13557.56	
								13632.80	
								13708.04	
								13783.28	
								13858.52	
								13933.76	
								14009.00	
								14084.24	
								14159.48	
								14234.72	
								14310.00	
								14385.24	
								14460.48	
								14535.72	
								14611.00	
								14686.24	
								14761.48	
								14836.72	
								14912.00	
								14987.24	
								15062.48	
								15137.72	
								15213.00	
								15288.24	
								15363.48	
								15438.72	
								15514.00	
								15589.24	
								15664.48	
								15739.72	
								15815.00	
								15890.24	
								15965.48	
								16040.72	
								16116.00	
								16191.24	
								16266.48	
								16341.72	
								16417.00	
								16492.24	
								16567.48	
								16642.72	
								16718.00	
								16793.24	
								16868.48	
								16943.72	
								17019.00	
								17094.24	
								17169.48	
								17244.72	
								17320.00	
								17395.24	
								17470.48	
								17545.72	
								17621.00	
								17696.24	
								17771.48	
								17846.72	
								17922.00	
								17997.24	
								18072.48	
								18147.72	
								18223.00	
								18298.24	
								18373.48	
								18448.72	
								18524.00	
								18599	

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

2 November 1949

SUBJECT: Classification Act of 1949

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STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Captain, USN
Executive

1 Attachment
DISTRIBUTION: All CIA Employees

YOUR NEW PAY RATE AND GRADE

Grade & Pay Step Old New		Grade & Pay Step Old New		Grade & Pay Step Old New		Grade & Pay Step Old New		Grade & Pay Step Old New	
SP-1		P-1		CAF-10		GS-10		CPC-5	
2020	CAF-1	CAF-5	GS-5	4855.80	GS-11	5000	GS-17	2573.52	CPC-6
2086		SP-6		4981.20		5125		2674	
2152		2974.80		5106.60		5250		2648.76	
2218		3100.20		5232		5375		2724	
2284		3225.60		5357.40		5500		2799.24	
2350		3351		5482.80		5625		2874.48	
2423.04		3476.40		5608.20		5750		2949.72	
2152		3601.80		5833.60		5875		3024.96	
2218		3727.20		6059.00		6000		3099.20	
2284		3852.60		6284.40		6125		3174.44	
2350		3978		6509.80		6250		3249.68	
2423.04		4103.40		6735.20		6375		3324.92	
2573.52		4228.80		6960.60		6500		3400.16	
2573.52		4354.20		7186.00		6625		3475.40	
2573.52		4479.60		7411.40		6750		3550.64	
2573.52		4605		7636.80		6875		3625.88	
2573.52		4730.40		7862.20		7000		3701.12	
2573.52		4855.80		8087.60		7125		3776.36	
2573.52		4981.20		8313.00		7250		3851.60	
2573.52		5106.60		8538.40		7375		3926.84	
2573.52		5232		8763.80		7500		4002.08	
2573.52		5357.40		8989.20		7625		4077.32	
2573.52		5482.80		9214.60		7750		4152.56	
2573.52		5608.20		9440.00		7875		4227.80	
2573.52		5733.60		9665.40		8000		4303.04	
2573.52		5859.00		9890.80		8125		4378.28	
2573.52		6011.80		10116.20		8250		4453.52	
2573.52		6137.20		10341.60		8375		4528.76	
2573.52		6262.60		10567.00		8500		4604.00	
2573.52		6388.00		10792.40		8625		4679.24	
2573.52		6513.40		11017.80		8750		4754.48	
2573.52		6638.80		11243.20		8875		4829.72	
2573.52		6764.20		11468.60		9000		4904.96	
2573.52		6889.60		11694.00		9125		4980.20	
2573.52		7015.00		11919.40		9250		5055.44	
2573.52		7140.40		12144.80		9375		5130.68	
2573.52		7265.80		12370.20		9500		5205.92	
2573.52		7391.20		12595.60		9625		5281.16	
2573.52		7516.60		12821.00		9750		5356.40	
2573.52		7642.00		13046.40		9875		5431.64	
2573.52		7767.40		13271.80		10000		5506.88	
2573.52		7892.80		13497.20		10125		5582.12	
2573.52		8018.20		13722.60		10250		5657.36	
2573.52		8143.60		13948.00		10375		5732.60	
2573.52		8269.00		14173.40		10500		5807.84	
2573.52		8394.40		14398.80		10625		5883.08	
2573.52		8519.80		14624.20		10750		5958.32	
2573.52		8645.20		14849.60		10875		6033.56	
2573.52		8770.60		15075.00		11000		6108.80	
2573.52		8896.00		15300.40				6184.04	
2573.52		9021.40		15525.80				6259.28	
2573.52		9146.80		15751.20				6334.52	
2573.52		9272.20		15976.60				6409.76	
2573.52		9397.60		16202.00				6485.00	
2573.52		9523.00		16427.40				6560.24	
2573.52		9648.40		16652.80				6635.48	
2573.52		9773.80		16878.20				6710.72	
2573.52		9899.20		17103.60				6785.96	
2573.52		10024.60		17329.00				6861.20	
2573.52		10150.00		17554.40				6936.44	
2573.52		10275.40		17779.80				7011.68	
2573.52		10400.80		18005.20				7086.92	
2573.52		10526.20		18230.60				7162.16	
2573.52		10651.60		18456.00				7237.40	
2573.52		10777.00		18681.40				7312.64	
2573.52		10902.40		18906.80				7387.88	
2573.52		11027.80		19132.20				7463.12	
2573.52		11153.20		19357.60				7538.36	
2573.52		11278.60		19583.00				7613.60	
2573.52		11404.00		19808.40				7688.84	
2573.52		11529.40		20033.80				7764.08	
2573.52		11654.80		20259.20				7839.32	
2573.52		11780.20		20484.60				7914.56	
2573.52		11905.60		20710.00				7989.80	
2573.52		12031.00		20935.40				8065.04	
2573.52		12156.40		21160.80				8140.28	
2573.52		12281.80		21386.20				8215.52	
2573.52		12407.20		21611.60				8290.76	
2573.52		12532.60		21837.00				8366.00	
2573.52		12658.00		22062.40				8441.24	
2573.52		12783.40		22287.80				8516.48	
2573.52		12908.80		22513.20				8591.72	
2573.52		13034.20		22738.60				8666.96	
2573.52		13159.60		22964.00				8742.20	
2573.52		13285.00		23189.40				8817.44	
2573.52		13410.40		23414.80				8892.68	
2573.52		13535.80		23640.20				8967.92	
2573.52		13661.20		23865.60				9043.16	
2573.52		13786.60		24091.00				9118.40	
2573.52		13912.00		24316.40				9193.64	
2573.52		14037.40		24541.80				9268.88	
2573.52		14162.80		24767.20				9344.12	
2573.52		14288.20		24992.60				9419.36	
2573.52		14413.60		25218.00				9494.60	
2573.52		14539.00		25443.40				9569.84	
2573.52		14664.40		25668.80				9645.08	
2573.52		14789.80		25894.20				9720.32	
2573.52		14915.20		26119.60				9795.56	
2573.52		15040.60		26345.00				9870.80	
2573.52		15166.00		26570.40				9946.04	
2573.52		15291.40		26795.80				10021.28	
2573.52		15416.80		27021.20				10096.52	
2573.52		15542.20		27246.60				10171.76	
2573.52		15667.60		27472.00				10247.00	
2573.52		15793.00		27697.40				10322.24	
2573.52		15918.40		27922.80				10397.48	
2573.52		16043.80		28148.20				10472.72	
2573.52		16169.20		28373.60				10547.96	
2573.52		16294.60		28599.00				10623.20	
2573.52		16420.00		28824.40				10698.44	
2573.52		16545.40		29049.80				10773.68	
2573.52		16670.80		29275.20				10848.92	
2573.52		16796.20		29500.60				10924.16	
2573.52		16921.60		29726.00				10999.40	
2573.52		17047.00		29951.40				11074.64	
2573.52		17172.40		30176.80				11149.88	
2573.52		17297.80		30402.20				11225.12	

STATINTL

ADMINISTRATIVE INSTRUCTION

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3. The passage of this Act does not affect the title of your position, your duties or job qualification requirements. The "CAF", "P", and "SP" grades have been merged into a single schedule called "GS". (General Schedule). The "CPC" service grade structure remains unchanged. If your pay has been set by prevailing wage rates or a similar method, it will not be affected by this Act. You will continue to receive periodic increases every 52 or 78 weeks, depending upon your grade, providing your service and conduct are satisfactory and your efficiency rating is "Good" or better. Additional one step increases ~~will be~~ given for meritorious service. If you are in "GS-10" or below and are at the top of that grade, you are eligible for a one step longevity increase for each three years you have served at the top of that grade, provided you have been in your present grade (the equivalent or a higher one) for at least 10 years. A conversion chart is attached which informs you of your new "GS" grade and salary rate. ✓

4. All CIA positions, irrespective of nature, type of funds from which paid or geographic location will be classified by the respective Support Staff, and will be finally certified and approved by the Personnel Staff. *as appropriate*

5. The Personnel Director will, in accordance with General Order ~~(Revised)~~, determine the policy and procedure necessary in effecting the provisions of this instruction.

STATINTL

5. No positions above grade GS-15 are ~~authorized~~ authorized for CIA. ~~and~~ It is not possible at this time to determine ^{if you when} such positions will be authorized. ~~at least in the near future.~~

gam

attach

Director - All CIA Employees

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

2 November 1949

SUBJECT: Classification Act of 1949

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: *above*

STATINTL

As the table of positions are approved
subject to classification review by the
(Administrative Special Support Staff as
appropriate and final approval by the
 I Attachment *Personnel Director.*
 DISTRIBUTION: All CIA Employees

Captain, USN
Executive

YOUR NEW PAY RATE AND GRADE

Grade & Pay Step Old	Grade & Pay Step New	Grade & Pay Step Old	Grade & Pay Step New	Grade & Pay Step Old	Grade & Pay Step New	Grade & Pay Step Old	Grade & Pay Step New	Grade & Pay Step Old	Grade & Pay Step New
SP-1		P-1		CAF-10		GS-10		GS-16	
2020		CAF-5		4855.80		5000		11200	
2086		SP-6	GS-5	4981.20	3100	5125		11400	
2152		2974.80	3100	5106.60	3225	5375		11600	
2218		3100.20	3225	5322	3350	5590		11800	
2284		3225.60	3350	5357.40	3475	5625		12000	
2350		3351	3475	5482.80	3600	5750			
2423.04		3476.40	3600	5608.20	3725				
-----		3727.20	3850						
2152	CAF-1	GS-1						GS-17	
2218		2200						12200	
2284		2360						12400	
2350		2440						12600	
2423.04		2520						12800	
-----		2600						13000	
2152	SP-2	CAF-6	GS-6					GS-18	
2218		SP-7						14000	
2284		3351	3450						
2350		3476.40	3575						
2423.04		3601.80	3700						
2498.28		3727.20	3825						
-----		3852.60	3950						
2152		3978	4075						
2218		4103.40	4200						
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